

Space Description Data Form

Project Title:		Date:		Building:	
		Revision No:		Room:	
User representative:		Phone #		Email:	
Alternate representative:		Phone #		Email:	
Space	Response	Comments			
Space name / type:					
Type and no. of users:					
Major functions / activities:					
Functional adjacencies:					
Min. floor area (NASF):					
Min. plan dimension(s) (ft-in):					
IBC occupancy classification:					
Other:					
Operations	Response	Comments			
Operating hours:					
ES&H Concerns:					
Safeguards and Security Concerns:					
Structural	Response	Comments			
Standard floor loads:					
Unusual floor loads:					
Blast containment / protection:					
Cranes, hoists, and lifts:					
Other:					
Interior Finishes	Response	Comments			
Floors					
Materials:					
Other:					
Base					
Materials:					
Other:					
Walls and partitions					
Minimum height:					
Materials:					
Sound control (STC):					
Other:					
Ceilings					
Minimum height (feet - inches):					
Materials:					
Sound Control:					
Other:					
Windows:					
View:					
Size:					
Glass and frame material:					
Covering:					
Other:					
Doors					
Type:					
Size:					
Fire Rating:					
Sound control:					
Material:					
View panel:					
Hardware:					
Other:					
Environmental Conditions	Response	Comments			
Temperature set points and tolerances					
Summer:					
Winter:					
Humidity control (%RH Range):					
OA exceeding code requirements:					
Cleanliness:					
Air pressure (inches wg):					
Exhaust (CFM):					

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Special "In Space" type AC system(s) (describe):			
Other:			
Environmental Controls	Response	Comments	
Energy management and control system:			
Stand alone:			
User override (Identify systems):			
Other:			
Plumbing	Response	Comments	
Fixtures (type and no.):			
Emergency Eyewash / Shower:			
Floor drain:			
Hose bib:			
Plumbing access:			
Waste / supply treatment:			
Other:			
Piping	Response	Comments	
Deionized water:			
Chilled water (50 °F):			
Process cooling water (70 - 80 °F):			
Cryogenics			
Liquid nitrogen:			
Other:			
Gaseous nitrogen:			
Process vacuum:			
Compressed dry air (CDA) psi:			
House compressed air (80-100 psig):			
Specialty gases			
Nitrogen:			
Gas cabinet:			
Other:			
Specialty liquids (containerized):			
Specialty drain / containment:			
Piping access:			
Other:			
Fire Protection	Response	Comments	
Extinguishers:			
Automatic wet pipe system:			
Detection and alarm:			
Other:			
Power	Response	Comments	
120 /208V, 1 phase:			
120/208V, 3 phase:			
240V, 1 phase:			
277V, 1 phase:			
480V, 3 phase:			
Other power:			
Specialty outlets:			
GFCI:			
Grounding:			
Surge suppression:			
Standby power (type, voltage, KVA):			
Uninterruptible power:			
Other:			
Lighting	Response	Comments	
Area Illumination level (FC):			
Area lamp / fixture type(s):			
Task lighting (FC and location(s)):			
Task lamp type(s):			
Switching/Dimming:			
Emergency / exit lighting:			
Occupancy sensors:			
Other:			

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Communications		Response	Comments
Red data (# of drops):			
Black data (# of drops):			
Telephone (# of drops):			
Local area network (# of drops):			
Intercom / public address (PA):			
Other:			
Electronic Safety and Security		Response	Comments
Video surveillance:			
Safety interlock:			
Detection / alarms:			
Emergency shutoff:			
Electronic access control:			
Audible / visual warning system:			
Other:			
Lab Equipment and Furnishings		Response	Comments
Casework			
Uppers (LF):			
Lowers (LF):			
Tops (Material):			
Other:			
Admin Furniture and Equipment		Response	Comments
Systems furniture			
Secretary workstations:			
Staff workstations:			
Other:			
Casegoods			
Desks:			
Table(s):			
Other:			
Seating			
Ergonomic work chairs:			
Conference room:			
Guest chairs:			
Other:			
Storage			
Vertical file (LF):			
Lateral file (LF):			
Shelving (LF):			
Other:			
Other			
Tackboard (SF):			
Markerboard (SF):			
Other:			
Signage			
Room number:			
Room name:			
Occupant name(s):			
Egress:			
ES&H			
Other:			
Sketches / Notes		Comments	